

CITY OF ECORSE

JOB DESCRIPTION

TITLE: LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT

DEPARTMENT: Administration
DIVISION: City Administrator & City Attorney
REPORTS TO: City Administrator & City Attorney
UNION/ NON-UNION: Non-Union
UPDATED: January 2013

JOB SUMMARY: Under the direct supervision of the City Administrator and City Attorney provides legal and administrative support services.

ESSENTIAL FUNCTIONS:

- Maintains daily operations of City Administrator's Office and City Attorney's Office including, but not limited to, establish, maintain and update electronic and hard copy information retrieval and filing systems, record retention systems, greet public, effectively demonstrate superior customer service, answer telephone, assist the public, distribute and follow through with daily mail, draft correspondence
- Maintain City Administrator's and City Attorney's calendar of appointments, scheduling meetings, teleconference calls
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data, graphics,
- Establishes and daily maintains electronic and hard copy legal case file management
- Sets up litigation files and daily up-dates with pleadings, correspondence, maintaining schedule of court dates
- Assists Attorney in the timely follow through and response to all Freedom of Information Act Requests
- Assists Attorney with litigation discovery document/information requests of whatsoever kind [includes video tapes, emails and other media informational sources], and other attorney and/or insurance company requests for documents and information
- Assists City Administrator and City Attorney in developing, drafting, assembling complex multi-page documents
- Assists City Administrator and City Attorney by conducting basic research, reviewing, analyzing, summarizing information and documents, routing of correspondence, reviewing and routing of mail, litigation pleadings and other legal or business documents
- Establishes and maintains insurance carrier and third party administrator communications, status graphs, reports, correspondence
- Consistently demonstrates excellent customer service when answering telephone, interacting with people and timely and appropriately responding to staff, Mayor, Council and citizens' requests and questions
- Consistently uses a mature, respectful and thoughtful judgment in all decision making processes and interaction with staff, Mayor, Council, outside vendors, businesses, professionals, and the general public
- Drafts appropriate notices, agendas, creates attachments, memos, letters, takes detailed notes in every meeting and maintains current staff telephone directory, professional and vendor directory and current roster for each municipal multi-member body

- Coordinates and is responsible for planning and implementing the varied details of municipal based events, including Community Town Halls; developing, fostering and maintaining community, professional and other contacts beneficial to the City
- Manages and updates the City's web site, cable access channel and electronic boards
- Uses Power Point, Excel, WORD and other software products to create various and effective communication and evidentiary tools for the City Administrator and City Attorney
- Assists with annual budget preparation
- Responsible for timely submission of all requisitions and maintenance of supplies and department equipment
- Maintains the highest level of information confidentiality
- All other tasks as may be assigned by the City Administrator or City Attorney

MINIMUM QUALIFICATIONS and REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE & ABILITIES:

Education: Graduate of college level legal secretarial program or equivalent with experience working in a legal office setting.

Required Knowledge, Skills/Experience & Abilities:

Creating and maintaining electronic and hard copy information retrieval and filing systems; office management, familiarity with basic legal documents, legal terms, legal files, legal systems and the ability to competently work with all, PC proficiency and accuracy, Power Point, WORD, Excel proficiency, ability to use other business and/or legal software programs and equipment, ability to update web site, electronic board and cable access channel information system, demonstrated written and verbal communication, demonstrated knowledge of business practices and correspondence, documentation skills, office supply management, meeting planning, dependability, professionalism, ability to hold information strictly confidential, attention to detail, excellent follow through, demonstrated time management skills, customer service telephone and interaction skills, ability to work with a level of independence.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Tasks are performed in both inside office and outside environmental conditions.
- **Mobility:** Sitting, standing, walking for prolonged periods of time, extensive use of computer keyboard.
- **Vision:** Vision acuity to read numerical figures, see distant and close objects.
